To create a database range:

1) Select a range of cells from a sheet.

2) Open the Define Database Range dialog by selecting **Data > Define Range** on the Menu bar.

3) Type a name for the range in the *Name* field. Only use letters, numbers, and underscores; spaces, hyphens, and other characters are not allowed.

4) Click on the expand (usually a + or a triangle) sign next to the *Options* label to expand this section and view and select the following options:

   – *Contains column labels* – Denotes whether the top row is reserved for field headings.

   – *Contains totals row* – Denotes whether the bottom row is reserved for totals.

   – *Insert or delete cells* – If active, this option will insert new rows and columns into the database range when new records are added to its source. Only works if an external database source is linked to the range. To manually update the database range, use **Data > Refresh Range** on the Menu bar.

   – *Keep formatting* – Applies the existing cell formats of the first data row to the whole database range.

   – *Don't save imported data* – If selected, this option only saves a reference to the source database; the contents of the range's cells are not preserved.

   – *Source* – Displays information about the current database source, if one exists.

   – *Operations* – Denotes what operations, such as sorting or filtering, have been applied to the database range.

5) Click **Add** to add a range to the database range list under the *Name* field.

6) Click **OK** to close the dialog and save the database range.

To modify an existing database range:

1) Open the Define Database Range dialog by selecting **Data > Define Range** on the Menu bar.

2) Select a range from the range list under the *Name* field or type its name into the *Name* field. The **Add** button will change to **Modify** at this point.

3) Make any modifications in the *Range* field and the *Options* section.

4) Click **Modify** to update the range.

5) Click **OK** to close the dialog and save the modified database range.

To delete an existing database range

1) Open the Define Database Range dialog by selecting **Data > Define Range** on the Menu bar.

2) Select the range to be deleted from the list in the upper section of the dialog.

3) Click **Delete**.

4) Click **OK** to close the dialog and confirm deletion of the database range.

To select an existing database range from the current document, open the Select Database Range dialog by choosing **Data > Select Range** on the Menu bar (Figure 460). Next, select a range from the *Ranges* list and click **OK**. Another way to select an existing database range is using the Navigator, accessed on the Sidebar deck or through **View > Navigator** on the Menu bar. Calc will automatically highlight the range's position in the sheet in which it is located.